



Solicitation Information
April 10, 2013

RFP# 7461411

TITLE: ARRA - DATA SCAN FOR CHILDREN FROM BIRTH TO AGE FIVE

OPENING DATE AND TIME: May 8, 2013 at 11:30 AM (ET)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov **no later than April 24, 2013 at Midnight.** Please reference the LOI / RFP # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Gail Walsh
Chief Buyer

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST for PROPOSALS

Race to the Top – Early Learning Challenge Developing a Data Scan for Determining Location of Early Learning Children

The Rhode Island Department of Education (RIDE) is requesting proposals from qualified vendors to assist in conducting a data scan on children from birth to age five in Rhode Island.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email Raymond.Lambert@hr.ri.gov.

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. * (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

The contents of this RFP were developed under a Race to the Top – Early Learning Challenge grant from the U.S. Departments of Education and Health and Human Services. However, those contents do not necessarily represent the policy of the U.S. Departments of Education and Health and Human Services, and should not imply endorsement by the Federal Government.

REQUEST for PROPOSALS

Developing a Data Scan for Determining Location of Early Learning Children

Background/Overview

Rhode Island is one of 14 states to apply for and win a Race to the Top – Early Learning Challenge grant (RTTT-ELC) that is focused on providing children with high needs, access to high quality developmental programs. RI has a population of about 1 million people with over 53,000 young children from birth to kindergarten entry. We have a very diverse child population including a large immigrant population, a large number of children whose home language is not English, and a growing population of minority children with many living in poverty or low-income. There are many children that are enrolled in federal and state programs including the Child Care Assistance Program (CCAP), Head Start and Early Head Start, State Pre-K programs, and programs funded by the Individuals with Disabilities Act (IDEA) Part B (ages 3-5) and Part C (ages birth – 2). Thousands of children in our state are enrolled in these programs and are benefiting from the services they offer.

As part of our RTTT-ELC grant, RI has embarked upon several projects to improve the early learning system in our state. By system, it is the services offered, the quality of those services, including programs and the workforce, and the number of children, especially those with high needs, who are benefiting from them. One of the projects is the creation of an Early Learning Data System that will track critical information about our children from birth through high school and beyond. It will leverage systems and data that is already available in our Longitudinal Data System (K – 12), our Department of Health's KIDSNET data system, and other state agency data. By linking the information together RI will be able to analyze how well our existing early learning programs and services are doing in preparing our youngest children to succeed in school and life.

As a state we are fortunate to have KIDSCOUNT who provides us with a great amount of data and information on children who currently access, enroll in, and receive services. Our challenge is to identify what services and programs many of our State's 53,000 children may not be accessing and where these children are spending their day. We have information on young children enrolled in programs receiving financial assistance but know nothing about the large majority of children who do not qualify for state or federally sponsored programs. Our proposed early learning data system must contain information about our programs, our early childhood educators, and all of our children in order to improve our system of services and inform policy makers of our needs. The Early Learning Data System will address questions such as; how many children are enrolled in early care and education settings? How much education are they receiving and how many different programs are involved? Which programs are of high quality and improving quality over time? How many are receiving services that we don't know about? How many children are not enrolled in any programs? How is this impacting readiness for kindergarten entry and beyond? We need to know where all of our youngest children are and how they are spending their day.

The primary goal of this request is to increase our understanding of the demographics and develop a more complete profile on the status of our state's youngest children. Part of the data system project will expand upon the data we already have by encouraging (or mandating) that programs provide information for all children they serve, not just those receiving public funding.

Scope of Work

The organization that is awarded this contract will need to offer creative methods and solutions that can be used to determine where children under the age of five in the state are spending their day and in what settings. It involves developing and implementing strategies that will identify which children are receiving services, both public and private pay, which children are not, and determining if there are challenges or barriers to accessing services or if they were enrolled in services and have since exited. The strategies involved should be replicable.

Tasks:

1. Work with RIDE staff to gain an understanding of existing state demographics.
2. Develop a strategic plan to collect the information needed.
3. Create a detailed project plan for executing the strategies.
4. Execute the strategies to collect the information.
5. Provide the information to RIDE staff in a vehicle that lends itself to data reporting.
6. Provide assistance to RIDE staff to analyze the outcomes.
7. Provide follow up tasks if needed to fill any gaps as determined when analyzing the data.
8. Perform close out activities such as final documentation, lessons learned, etc.

Deliverables

Task	Deliverables	Projected Schedule*
1.	Work with RIDE staff to gain an understanding of existing state demographics.	5/13/13 – 5/17/13 (1 week)
2.	Develop a strategic plan to collect the information needed.	5/20/13 – 5/31/13 (2 weeks)
3.	Create a detailed project plan for executing the strategies.	6/3/13 – 6/14/13 (2 weeks)
4.	Execute the strategies to collect the information.	6/17/13 – 9/13/13 (3 mos.)
5.	Provide the information to RIDE staff in a vehicle that lends itself to data reporting.	9/16/13 – 9/27/13 (2 weeks)
6.	Provide assistance to RIDE staff to analyze the outcomes	9/30/13 – 10/11/13 (2 weeks)
7.	Provide follow up tasks if needed to fill any gaps as determined when analyzing the data.	10/14/13 – 10/25/13 (2 weeks)
8.	Perform close out activities such as final documentation, lessons learned, etc.	10/28/13 – 11/8/13 (2 weeks)

* Subject to change depending on when the state purchase order is issued.

Additional Competitive Factors

The following factors will lead to more competitive applications:

- Proven experience performing data scans.
- Expertise in building strategies for collecting and analyzing data.
- Knowledge of project management and project scheduling and planning.
- The ability to work with state agencies to provide direction and support.
- Experience working in the field of education, particularly early childhood.

Terms of the Contract

The contract will begin on upon issuance of the state purchase order (on or about May 13, 2013) and end in November 2013. However, RIDE reserves the right to align the contract with the state fiscal year end of June 30th, even if project activities are scheduled to end prior to that point. The scope of the work may be modified by RIDE prior to beginning work on a given task. All activities are dependent on the availability of funding and may be modified by mutual consent. RIDE retains the option of granting a time extension if needed of up to one year with additional funding if available and if the level of work is expanded by mutual consent.

Cost Proposal/Terms of Payment

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A.

The total cost of the state contract for the Development of a “Data Scan to Find out Where Our Early Learning Children Are” is not to exceed **\$300,000** which should include all costs for the project including administrative, travel, etc., using the budget guidelines provided below. The total for administrative costs may not exceed 10% of the total contract and applicants are encouraged to submit proposals which reflect competitive administrative rates. The detailed budget pages should be provided by state fiscal year:

May 2013-June 2013 – FY 2013

July 1, 2013 – June 30, 2014 – FY 2014

Proposal Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time listed on the cover sheet of this solicitation. **Send questions in Microsoft Word format.** Please reference the RFP# on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-3766 or Lynda.moore@doit.ri.gov.

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed four-page RIVIP Bidder Certificate Cover Form, available at www.purchasing.ri.gov.
2. A **separate sealed** Cost Proposal as described above.
3. A **separate** Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar projects, as well as the work plan or approach proposed.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov. **Please attach to original proposal only.**

Deliver to: Department of Administration
Office of Purchases
One Capitol Hill
Providence, RI 02908

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other states locations or which are otherwise not present in the Office of Purchases at the time of the opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

Technical Proposal Required Elements

Assemble your technical proposal as outlined below. The technical proposal may be no longer than 15 single-spaced pages. Margins must be at least 1 inch on all sides.

Strategic plan for collecting the data (30 points)

Provide the details for the strategy or strategies (if more than one) for obtaining the data needed to understand where and in what settings children under the age of five are spending their day. As described above we need to know where our children are with regards to early learning programs and services. The plan needs to outline the approach for determining where children birth through five, are spending their time, especially for children and families who are not receiving financial assistance. We need to know how many children are receiving services, what type of program are they enrolled in (e.g., Center vs. Home), how many hours per week, or if they are not in a program, what are they doing during the week. How many children stay home or are in the care of another family member, friend of family or neighbor.

Project planning and management (10 points)

Describe the methodology for planning the work and managing the activities. What tools will be used to manage the project? What type of reporting will be provided during the project life cycle? How many resources and of what type will be needed? What level of support will be needed from RIDE and on what activities? Describe the various tasks in enough detail including specific steps involved, time line, dependencies, and resource requirements.

Information, reporting, and analysis (20 points)

Provide details on how information will be collected, filtered, and edited. How will the data be stored and organized? What tools will be used to manage the information and how will the information be used for analysis? Describe the proposed reports necessary to satisfy the questions associated with this data scan project. Define any technical requirements necessary from RIDE to satisfy this component of the proposal. Define any additional technical requirements needed to satisfy the project as a whole.

Level of Experience and Capacity (10 points)

Describe your background and experience with similar projects. Discuss in detail your capacity to perform a data scan in our state and provide information regarding the resources you plan to assign to this project, including previous experiences, background and qualifications.

Impacts to our Community (5 points)

Define any concerns or impacts about performing this work. Are there any conditions that might hinder the ability to successfully complete this project? Describe any risks that might exist by soliciting families with early learning children in this state, to gain the information needed.

Additional Competitive Factors (5 points)

Address any factors not already addressed which demonstrate the quality of your proposal and your ability to complete the data scan project.

Cost Proposal (20 points)

Technical Proposal Review Criteria

A technical review team convened by the Rhode Island Department of Education will review each complete application using these criteria:

- | | |
|---|-------------|
| 1. Strategic Plan for Collecting the Data | (30 points) |
| 2. Project Planning and Management | (10 points) |
| 3. Information, Reporting, and Analysis | (20 points) |
| 4. Level of Experience and Capacity | (10 points) |
| 5. Impacts to our Community | (5 points) |
| 6. Additional Competitive Factors | (5 points) |
| 7. Cost Proposal | (20 points) |

A selection committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualification based on recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission.

APPENDIX A

BUDGET Multi-Year Projects

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>	
	Year 1	Year 2
1. Salary and Fringe Benefits	0	0
2. Consultant	0	0
3. In-State Travel	0	0
4. Out-of-State Travel	0	0
5. Printing	0	0
6. Office Expense	0	0
7. Telephone	0	0
8. Educational Materials	0	0
9. Equipment	0	0
10. Data Processing	0	0
11. Rental	0	0
12. Other	0	0
13.	0	0
14.	0	0
15.	0	0
16.	0	0
Subtotal	0	0
Indirect Cost	0	0
TOTAL	0	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

BUDGET DETAIL SHEET

FISCAL YEAR _____

Provide a detailed budget sheet for each state fiscal year
(state fiscal year July 1 – June 30)

SALARY AND FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	NUMBER OF HOURS	TOTAL SALARY \$	FRINGE BENEFITS \$	HOURLY RATE WITH FRINGE BENEFITS \$	SALARY & FRINGE TOTAL \$
TOTAL REQUEST						

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST